

Card 1 – The Big Lottery Fund

Reaching Communities programme

What this card tells you:

- ▶ About us
- ▶ What is Reaching Communities?

The Big Lottery Fund

The Big Lottery Fund is responsible for distributing half of the money that the National Lottery raises for good causes. Our mission is to bring real improvements to communities and the lives of people most in need. We want to use Lottery money to make big changes for communities, through the fair and open funding of people, projects and programmes, with a particular emphasis on tackling need. For more information on this, please read our 'Mission and Values' publication on our website.

The Reaching Communities programme is one of our grant programmes. Since 2005 the Big Lottery Fund has developed programmes covering a range of activities that address the needs of specific groups and with specific outcomes. These programmes are now closed. Applications from projects carrying out activities better suited to one of these programmes or targeted at one of the groups or outcomes of these programmes may be eligible to apply to Reaching Communities.

For more detailed information about your project's eligibility to apply to Reaching Communities please check our website: www.biglotteryfund.org.uk

About our Reaching Communities programme

Our Reaching Communities programme aims to help meet the overall purpose of the Big Lottery Fund: to improve communities and the lives of people most in need. The programme makes grants between £10,000 and £500,000 for up to five years.

We have identified the following outcomes that set out the difference we want the Reaching Communities programme to achieve:

1. People having better chances in life, with better access to training and development to improve their life skills.
2. Stronger communities, with more active citizens working together to tackle their problems.
3. Improved rural and urban environments, which communities are better able to access and enjoy.
4. Healthier and more active people and communities.

Every project that we fund through this programme must help achieve one or more of these outcomes.

A community can be people living in a local area or those with similar interests or needs. We will support projects that respond to the needs identified by communities and where the people that will benefit are involved in making the project happen. Projects should also complement local plans, strategies or initiatives, particularly for larger grants.

Card 1 – side 2

This programme funds projects that help people and communities who are most in need. This may be as a result of:

- ▶ Where they live – for example, those living in a recognised disadvantaged area or a ‘pocket of disadvantage’ within a relatively well-off area.
- ▶ The problems they have – for example, those with urgent and acute problems who need emergency advice and support, or people with persistent and enduring problems such as long-term poor mental health or long-term unemployment.
- ▶ The situations they face – for example, people from minority ethnic backgrounds or cultural groups who are discriminated against, those who are socially isolated and lacking family support, or those who have a difficult life at home.
- ▶ The barriers they experience – for example, people who become ‘hard to reach’ or isolated from their community because they lack self-confidence or have a serious illness or disability.

If you decide to apply you will need to tell us about the need for your project, how your project will meet that need and how you have involved your local community as you have developed your plans. We believe that projects that involve local users and project beneficiaries are more likely to meet a

demonstrable need, stand a greater chance of success and are more likely to be sustainable in the long-term. We want you to tell us how potential beneficiaries and the wider community in which they are situated will be involved in making your project happen.

We will ask you about your project outcomes, the changes that you expect your project to achieve. You must also consider how well your project meets our equalities principles, which are on the front cover of this guidance pack and also on our website. We can fund new projects but we may also support existing ones that can show, by providing a written evaluation report, that they are making a difference and meeting local needs.

Groups and organisations that work at a local level can apply to this programme, as well as those that work with particular groups with shared interests. This includes voluntary and community organisations and public bodies such as schools. We will also fund social enterprises, which are businesses where any surpluses are mainly reinvested for community benefit.

We wish to fund organisations that have considered the future of their project when our grant ends. Where appropriate, you will need to consider how the benefits of your project will continue after our funding comes to an end.



Card 2 – How much will we fund?

What this card tells you:

- ▶ What we will fund?
- ▶ Who can apply?
- ▶ Who we will not award grants to
- ▶ Branches
- ▶ Registration.

We can make grants of between £10,000 and £500,000 for projects costing up to £750,000. This programme mainly supports revenue projects, so we will only award up to £50,000 towards capital costs, which must be less than £200,000 in total. For information on what we mean by revenue and capital please refer to Card 4.

Capital and revenue grants are available for projects lasting up to five years.

While we can pay for all of your project costs, we encourage you to get some of your funding from other sources if you can, as this helps show a wider range of support for your project and may help its sustainability.

What will we fund?

This programme funds projects. By a project we mean a piece of work that will make a difference. Projects can be new or existing activities and can include the core work of your organisation. You do not need to expand an existing project in order to apply for funding but you must show the difference the project has made. Projects must aim to achieve identified outcomes over a specified period of time, either through a single activity or a number of related activities. We will consider projects where the identified outcomes are achievable and meet the programme outcomes.

There is a very high demand for funding from this programme. This means that we have to turn down many good projects. Therefore you may wish to explore other opportunities to get funding for your project.

A project can only be funded once under the Reaching Communities programme. Projects already in receipt of a Reaching Communities award cannot apply for additional funding for the same project.

For more detailed information about your project's eligibility to apply to Reaching Communities please check our website: www.biglotteryfund.org.uk

While we welcome applications from religious organisations, we do not fund religious activities. We also do not fund party political activities.

Who can apply?

Under this grant programme we will only award grants to:

- registered charities
- voluntary or community groups
- statutory bodies, including schools
- charitable or not-for-profit companies
- social enterprises – businesses where any surpluses are mainly reinvested for community benefit.

Card 2 – side 2

We will not award a grant to:

- individuals and sole traders
- profit-making organisations, except social enterprises.

We will not normally make grants to organisations that:

- are applying on behalf of other organisations
- are in poor financial health
- have not satisfactorily managed previous grants from us
- are not established in the UK
- are currently in receipt of a Reaching Communities grant

If you are working in partnership with other organisations you will need to send with your full application a clear written agreement that sets out the responsibilities of each organisation and how you will work together.

Big Lottery Fund funding should be distinct from Government funding and add value.

Branches

If you are a branch of, or related to, a large organisation that may have some legal responsibility if we award a grant, you need to make sure they are aware of your project and the funding that you are applying for.

Registration

If you are based in England or Wales, receiving a grant may make it necessary to register with the Charity Commission as any grants you may receive could change your charitable status.



Card 3 – Project outcomes

What this card tells you:

- ▶ What we mean by 'outcome funding'
- ▶ What we mean by SMART
- ▶ What we mean by 'milestones'
- ▶ Examples of project outcomes.

The Big Lottery Fund is an outcomes funder. It is important for you to know what we mean by that and how it will affect you as an applicant or grant holder.

We use the term 'outcomes funding' to mean an approach which is based on identifying the difference we want BIG funding to make. This works on several levels:

- ▶ At a project level, it means organisations applying to us for funding will express their project aims and plans in terms of the outcomes they hope to achieve.
- ▶ At a more strategic level we work out specific outcomes we want the programme to achieve overall, and ask applicants to show how their work contributes to meeting them through the project outcomes they set themselves.
- ▶ At a higher level still, we have some broad outcomes that we intend the Big Lottery Fund's work will achieve in pursuit of our mission. Details of the high level outcomes can be found on our website.

We need to clearly understand the changes that you expect to happen as a result of our funding. We call these changes 'outcomes'. We will ask you to describe up to five project outcomes that you expect to achieve. A major factor in our decision to award you a grant is based on our assessment of the quality of your project outcomes and how they will help achieve the Reaching Communities programme outcomes.

Card 1 includes the four **programme outcomes** that we want this programme to achieve. Your **project outcomes** must contribute to achieving one or more of the programme outcomes.

Your project outcomes must be SMART (specific, measurable, achievable, realistic and time-based) so you will need to include information such as dates

and numbers, as well as what will happen and who will benefit. Some of your project outcomes might happen quickly, while others may take longer and depend on meeting other outcomes, but they must be changes that will happen by the end of your project.

We do not expect you to write your project outcomes directly in response to the Reaching Communities programme outcomes but we are interested in how you think your project will help us achieve them.

You may be ambitious when developing your SMART project outcomes but you should also make sure they are realistic and that your plans are achievable, since we will closely monitor progress during the life of your project. Our staff may discuss this with you during our assessment.

You will measure the progress of your project in two ways:

- by measuring the progress of your activities
- by measuring your progress towards achieving your intended outcomes.

The different levels or targets you set out will all be called 'milestones'. BIG will ask you to set a small number (between 3 and 6) of milestones for each of your intended outcomes as part of your application. We will ask you to report regularly on your progress in meeting these.

The following are examples of project outcomes. These are just for information. Your project may have different outcomes that we want to support. For more information on outcomes, you should read through our guide 'Explaining the Difference', which you can find on our website at: www.biglotteryfund.org.uk, for help on writing project outcomes. It also tells you how to collect information to show that you have achieved them.

Card 3 – side 2

Example one – Homeless Support Network

This project will provide a healthy living centre that delivers onsite health treatment and support to 1,200 homeless people. This includes short-term medical advice, awareness raising campaigns, specialist care for mental health and substance misuse; as well as basic services such as showers, laundry, food and clothing.

Project outcomes

- ▶ 800 homeless people report an improvement to their health and physical well-being by the end of the third year.
- ▶ 1,000 homeless people are involved in social activities at the centre leading to reduced isolation by the end of the fourth year.
- ▶ 1,000 homeless people have a better understanding of healthy lifestyles by the end of the fourth year.
- ▶ 100 homeless people with mental health concerns are provided with immediate specialist support, leading to improved mental well-being by the end of the fourth year.
- ▶ 15 local support organisations are better informed about the issues faced by homeless people by the end of the fourth year.

Example two – Community Integration

This project will tackle the isolation faced by older people from ethnic minority communities whose first language is not English. It focuses on a socially and economically deprived area with a high proportion of older ethnic minority residents.

The project aims to integrate the beneficiaries into the community and to help them live full, active and happy lives while maintaining their independence.

Project outcomes

- ▶ 100 isolated people report an improvement to their community relationships by the end of the project.
- ▶ 50 isolated people report an improvement to their well-being by the end of the project.
- ▶ 10 volunteers gain improved experience of employment by the end of the project.

Example three – Community Grow

This project will enable older people and those with serious heart conditions and long-term illness to grow vegetables and make artworks in a community garden. The project aims to increase physical activity, develop confidence and self esteem, reduce isolation and develop community relationships by providing a safe, accessible environment for vulnerable, isolated people who are socially excluded. The project combines a range of creative activities including art, gardening, healthy eating and exercise.

Project outcomes

- ▶ 150 members of the community have access to a sustainable environmental facility, leading to improved enjoyment of the local community by the end of the first year.
- ▶ 30 older people are participating in regular physical activities to improve their physical health and reduce social isolation by the end of the second year.
- ▶ 50 older people are growing their own vegetables, leading to improved health by the end of the second year.
- ▶ 50 older people have an increased awareness of healthy eating by the end of the project.

Card 4 – What will we pay for?

What this card tells you:

- ▶ What does eligible revenue expenditure include?
- ▶ What does ineligible revenue expenditure include?
- ▶ What does eligible capital expenditure include?
- ▶ What does ineligible capital expenditure include?
- ▶ What do eligible overheads include?
- ▶ What do ineligible overheads include?

Big Lottery Fund is committed to the principle of 'full cost recovery'. Full cost recovery is only applicable to organisations that are managing number of projects or concerns at the same time. If your project activities are the same as the core activities of our organisation then full cost recovery would not apply – you would just request direct project costs.

We will pay for **all** the eligible costs of the project you want us to fund. These can include revenue and capital costs and overheads.

The following lists give you an idea of the type of spending that we can and cannot pay for. They are not exhaustive and when we assess your application we may want to discuss this in detail, or include or exclude some items.

Direct revenue and capital costs

By direct revenue and capital costs we mean the costs of employees, volunteers, equipment, space or activity used **only** in the project.

Eligible revenue expenditure includes:

- salaries of project workers, including any extra costs such as pensions and National Insurance for the project
- salaries of management staff who only supervise project staff, including any extra costs such as pensions and National Insurance for the project
- recruitment of staff who will work on the project
- expenses of project staff and volunteers, including travel, accommodation, phone bills and stationery
- rent, heating, lighting, maintenance and insurance for office space and buildings only used for this project
- training of staff and volunteers working on the project

- monitoring and evaluation of the project
- marketing and publicity for the project
- professional and legal fees associated with revenue expenditure on the project.

Ineligible revenue expenditure includes:

- costs incurred or expenditure committed, before we make you a grant
- any costs which someone else is paying for, whether in cash or in kind
- items that only benefit an individual and are not needed to deliver the project outcomes
- travel outside the UK
- funds to build up a reserve or surplus, whether distributable or not
- loan repayments
- contributions to general appeals.

Eligible capital expenditure includes:

- building and engineering works (new build, extension, refurbishment, modernisation or conversion) required for the delivery of the project
- plant and equipment necessary for running the project
- purchase of land, buildings, equipment or fixtures and fittings that are linked to the land or building
- transport that is necessary for delivering the project
- professional and legal fees associated with capital spending on the project.
 - ▶ The legal costs incurred by you in providing such legal documents are eligible project costs against which a capital grant can be paid and you should make provision within your budget for the legal costs you will incur in providing these documents.

Card 4 – side 2

- ▶ Detailed guidance is available within the 'Land and Building Application Guidance Notes' on the level of fees you should make provision for, but you must consult your own solicitors for their advice and estimates.

Ineligible capital expenditure includes:

- costs incurred or spending committed, before we make you a grant
- any costs which someone else is paying for, whether in cash or in-kind
- routine repairs and maintenance
- general improvements to public areas unless they are essential to the overall project
- personal equipment not essential to delivering the project
- maintenance equipment, fixed or loose equipment or office equipment which is not essential to the project
- for capital grants of less than £50,000, the purchase of a leasehold of less than five years.

Overheads

By overheads we mean the costs of employees, volunteers, equipment, space and services that partly support the project you want us to fund, but also support your other work.

We may make a contribution towards your overheads. Work out how much support the project you want us to fund needs from the people, equipment and spaces that make up your overheads. Calculate the cost of this support then divide this figure by the percentage of the eligible revenue and capital costs you are asking us to fund. In the application you are required to explain how you have worked this out.

For help in completing your budget and in working out your overheads please refer to 'Applying for your project overheads: Guidance for Big Lottery Fund Applicants' on our website:
www.biglotteryfund.org.uk

Eligible overheads include:

- salaries of human resources, finance, IT and other staff supporting the project (for example, running payroll and servicing computers used by the project)
- salaries of staff, including managers working on the project, but not exclusively
- salaries of senior management overseeing the project
- meetings of the trustees or management committee
- audit and other legal fees associated with running your organisation
- rent, heating, lighting, maintenance and insurance for the office space your project requires or shares with other projects
- rent, heating, lighting, maintenance and insurance for office space used by staff who run your project
- professional fees associated with strategic planning
- fundraising for the organisation
- training staff
- networking and attendance at conferences or partnership work that benefits the project you want us to fund.

Ineligible overheads include:

- costs incurred or expenditure committed before we make you a grant
- any costs which someone else is paying for, whether in cash or in-kind.

Card 5 – Applying for funding to the Reaching Communities programme

What this card tells you:

- ▶ The application process
- ▶ How to make your big idea a reality.

The application process

Before you complete the enclosed outline proposal, please read the guidance notes and complete the self-assessment checklist available on our website.

The checklist is easy to use, but not exhaustive.

However, if you cannot answer 'Yes' to all the questions, it is unlikely that your project will be eligible for funding under this programme.

Then, if you think this programme is for you, please send us the enclosed outline proposal. You may prefer to download it from www.biglotteryfund.org.uk or call our Big Advice Line on: 0845 4 10 20 30

Textphone: 0845 602 1659, for those with hearing impairment.

We appreciate that developing and submitting a grant application can be costly and time-consuming. We receive applications for many more projects than we have money available to fund and so we want to minimise the effort for organisations that apply. By submitting a short outline proposal in the first instance, we can review the project quickly based on key information. If we think your proposed project outcomes are ones that we might support we will send you an application form and tell you what you need to do to apply.

If you have any queries about whether your project is suitable for this programme or how to fill in the form, please email: general.enquiries@biglotteryfund.org.uk or call: 0845 4 10 20 30.

We will review your outline proposal and tell you within 10 working days of receipt of a completed outline proposal form if we will consider funding your project. If so, we will also send you an application form that you will have up to six months to complete and return to us.

Being invited to submit a full application is not a guarantee that your project will be considered by our Committee or funded.

We will need to assess your application and may contact you to discuss your project. We will usually let you know our decision within four months of receiving your completed application.

In Reaching Communities, competition for funds is high and we must turn down high-quality applications due to insufficient funding.

Card 5 – side 2

Make your big idea a reality



You have an idea...make sure you use this guidance.



Send us your outline proposal – make sure your project outcomes are SMART and that all information requested is included.



We will tell you within 10 working days whether your project is one that our committee might consider funding. If so, we will send you an application form.



Send us your application form and supporting information within six months.



We will assess your project and let you know our decision, usually within four months.



If you are awarded a grant, you must accept your grant contract within four weeks, and start your project within six months.

If you are not awarded a grant you will not be able to re-apply for the same project for 12 months, from the date of our decision letter.

Card 6 – The outline proposal stage

What this card tells you:

- ▶ Before you fill in your outline proposal
- ▶ How will we review your outline proposal?

The outline proposal stage offers an opinion on whether we might fund your project based on an initial examination of the information contained in the submitted outline proposal. Applicants receive an early indication of the likelihood of success without having to complete a full application and assessment process.

Before you fill in your outline proposal

Before you complete the enclosed outline proposal, please read the guidance notes and complete the self-assessment checklist available on our website. The checklist is easy to use, but not exhaustive. However, if you cannot answer 'Yes' to all the questions, it is unlikely that your project will be eligible for funding under this programme.

You will need to have done some planning and have some information about the project you want us to fund.

Project planning and management

You will need to have thought about:

- what you plan to do
- how much your project will cost
- what you will spend the grant on
- where the project will be located
- the difference you want your project to make and the outcomes you hope it will achieve.

We will only award grants to organisations that can show us that they are able to manage them effectively and we expect organisations to have clear procedures and guidelines to help them do this. You will find more information about this on Card 7.

How will we review your outline proposal?

We will review your outline proposal to see if the project is one that might meet our outcomes. To help us do this we will check:

- your organisation is eligible
- your project outcomes are SMART
- how well your project will achieve at least one of the four programme outcomes listed on Card 1
- your project is something we can fund
- your project costs
- the need for your project
- how you have involved your beneficiaries in developing your project.

If we think you should submit an application we will send you a form and you will have six months to complete and send it back to us. We may highlight concerns or suggest where you can get help, advice or support. This is not a decision on whether you will get a grant as we can only do this if we receive your application form, your project has been assessed and our committee has reached a decision.

Being invited to submit a full application is not a guarantee that your project will be funded. Reaching Communities has proved to be a popular programme. Competition for funds is high, and we have to make difficult decisions to turn down good projects.

If we think we are unlikely to fund your project, we will explain why. We do not want you to spend time filling in an application form if we are not likely to award you a grant for your project. You may decide that your time is better spent looking for money elsewhere.



Card 7 – Before you fill in your application form

What this card tells you:

- ▶ Costing your project
- ▶ About capital projects
- ▶ Value Added Tax (VAT)
- ▶ Policies and procedures
- ▶ Bank account requirements
- ▶ Benefitting and equalities monitoring.

Costing your project

In the application form you must provide a project budget showing what the grant will pay for. You need to be able to justify the amount of funding you have asked for. If you would like the grant to fund salaries, it must be clear how you worked out the level of salaries. You should include any extra costs incurred such as employer National Insurance and pension contributions. For information on employer National Insurance Contributions please refer to the HM Revenue and Customs website: www.hmrc.gov.uk For help in completing your budget and working out your overheads please refer to 'Applying for your project overheads: Guidance for Big Lottery Fund applicants'. There is also information and a calculator on our website which may help further.

It is important that you have procedures in place for handling and managing the project budget. This includes a proper bookkeeping system, regular financial checks and properly prepared accounts. We would expect you to comply with the Statement of Recommended Practice (SORP) 2005. For further information on SORP refer to the Charity Commission website at www.charity.commission.gov.uk

Capital projects

If you are applying for a grant for capital expenditure, you will need to read our 'Land and Building Application Guidance Notes', which explain the extra information you must provide with your application. This can be found on our website at: www.biglotteryfund.org.uk (on the Reaching Communities page) or from our Big Advice Line on: 0845 4 10 20 30

Value Added Tax (VAT)

We need to know that you have considered your VAT position for the project. When calculating the total cost of your project you should take into account any potential non-recoverable VAT costs that may arise.

If you are registered for VAT, you can apply to us for the cost of non-recoverable VAT only. Organisations not registered for VAT should include VAT costs in their budget. We will consider any application for non-recoverable VAT costs and include the agreed amount in the grant, where appropriate.

If you later find that the costs of your project increase because you have made an error about whether you can recover VAT, we will not increase our grant to cover this.

If we agree to fund the cost of VAT, which you then recover, you will be liable to repay all or some of it to us, based on the following principles.

- ▶ If we have funded all of the recoverable VAT for your project, you must refund all of the VAT you recover to us.
- ▶ If we have funded a proportion of the recoverable VAT for your project, you must refund the same proportion of the VAT recovered.

We cannot provide VAT advice so we recommend you contact your local HM Revenue and Customs office or a VAT expert to find out how much VAT you can recover on the cost of your project.

Card 7 – side 2

Policies and procedures

It is important that you have appropriate policies and procedures to manage the project and that you explain how you will apply these to the project. These may include policies such as: equal opportunities, health and safety and procedures that will allow you to manage your finances, staff and any aspects of your project work.

If you are applying for a project to work with children, young people, or vulnerable adults, we will need to be sure the children, young people, and vulnerable adults you work with will be safe. As a minimum you must have a policy that explains how you make sure of this, and that the policy is put into practice. It is your responsibility to have acceptable protection policies and procedures for children, young people, and vulnerable adults in place, which the Big Lottery Fund may ask to inspect at any time.

The NSPCC have produced a step-by-step guide for organisations to safeguard children called 'Firstcheck'. You can find out more about this on their website at <http://www.nspcc.org.uk> or buy a copy by calling 020 7825 7422. We suggest you read this advice to help you develop child protection policies and procedures. There are more sources of help available on our website.

Beneficiary and equalities monitoring

In the full application for we will ask you to give us information that will help us to monitor who applies and benefits from our grants.

We want you to tell us which people will benefit the most from your project.

If you tick 'no' to a question, this tells us your project will not specifically benefit any particular group of people. If you tick 'yes' this means that your projects will benefit a certain group of people.

We will use the information you give us for monitoring only. It will not be used to assess, or affect the outcome of, your application.

Bank account requirements

All organisations that receive a grant from us must have a bank or building society account in the name of the organisation as shown on their governing document. Cheques must be signed by at least two people who are not related. You can send us an outline proposal without having this but you will need to set up an account before you receive a grant.

We may ask you to open a new and separate account that will only be used for our funding.

BIG requires any bank or building society statement submitted by an applicant to comply with the following:

- ▶ It must be original or authenticated by the bank or building society (with a stamp and signature) as a "Certified True Copy of the Original".
- ▶ It must be at least three consecutively numbered pages long*.
- ▶ It must be no more than three months old.

* It is important to note that the number of pages in a bank or building society statement is dependent on the number of transaction records contained, rather than how many months it covers. If there a large number of transactions three consecutively numbered pages might cover only one month (or even a part of a month). If there are a small number of transactions three consecutively numbered pages might cover a longer period of time (usually up to three months, since most statements devote at least one page to one month). Three consecutive pages will, in most circumstances, containing a sufficient number of transactions to undertake a transactional analysis.

Internet Bank or Building Society Accounts

If your organisation uses an internet account we still need original paper statements. You will need to ask your bank or building society to send these to you, as we will not accept downloaded versions.

We will also require at least two people to authorise a payment If any of the people who can authorise payment are related or live at the same address we will need written confirmation from your bank or building society that they cannot authorise the same payments.

Card 8 – Filling in your application form

What this card tells you:

- ▶ Project details
- ▶ How are decisions made?
- ▶ Independent referees.

If we have sent you an application form, you will also have received a letter from us. It will tell you about any further requirements that you must fulfil and may also offer help on planning your project or filling in your application form. Make sure you fulfil all of the requirements we have listed. If you do not, this will delay your assessment. You should also act on the guidance that we have given you, as this will improve your chances of getting a grant.

Project details

In your application form you must tell us if you have made any changes to your project since you sent us your outline proposal. This includes changes to the name and description of your project, the type of people or organisations who will benefit or any changes to your project outcomes. Also tell us if you have more information on what you plan to do or who you expect to benefit from the project. You will also need to tell us:

- the need for the project and how you have identified that need
- how your project will meet the identified need
- how your project will lead to the project outcomes you have given us and how you will measure and track whether the outcomes are being achieved
- how your proposed project outcomes address the need you have identified and how they will help address the outcomes of the Reaching Communities programme
- how you will ensure that this project is effectively delivered and well managed
- how you will ensure that the people or organisations that you are targeting have access to your project and can use the facilities and services provided
- the key stages or milestones that you expect to complete for each of your proposed project outcomes

- the total project costs, how much you want from us, what the money will be spent on and who will pay for any costs that you are not asking us to fund
- whether any staff will be employed to work on the project, their role and salary
- whether any volunteers will work on the project and what contribution they will make to the project.

How are decisions made?

When we receive your application, we will check that you have sent us everything we asked for, and send you an acknowledgement that we have received everything. If you have not we will write to you and give you 10 working days from the date of the letter to send us any missing information. If you do not meet this deadline we will not assess your application.

Significant changes

The outline proposal stage offers an opinion whether we might fund your project based on an initial examination of the information contained in your outline proposal. On receipt of your full application we will consider the more detailed information you provide to ensure your organisation and project meet our programme guidance and requirements. If they do not we may reject your application.

When we assess your application we will compare your application form to your outline proposal to see if there have been any significant changes. If there have been significant changes to the project that you described in your outline proposal then we may reject your application. Significant changes include changes to the type and number of people you will be working with, the need for your project, your proposed outcomes and a change (increase or decrease) in the total project cost of 25 per cent or more.

Card 8 – side 2

We will assess your application against two criteria:

1. The proposed project outcomes meet an identified need and help to achieve the programme outcomes.

You will need to show the following:

- ▶ There is a need for the project and this has been clearly identified.
- ▶ The intended project outcomes will best address the need of the target beneficiaries.
- ▶ The identified need or needs are relevant to the programme aims and the intended project outcomes will help achieve the intended programme outcomes.

2. The organisation can deliver the project well and achieve the proposed project outcomes.

You will need to show the following:

- ▶ The project is likely to achieve the proposed outcomes.
- ▶ The project is likely to be delivered well.

More information about the assessment criteria is available on our website, www.biglotteryfund.org.uk

We rate against each of the grading points within the criteria, and an overall rating is given for each. These ratings are: excellent; good; satisfactory; weak or unsatisfactory. If either criterion is rated unsatisfactory, or both as weak, then the application need not go to the Committee, it can be rejected as a **Grading reject**.

Listed below are some common reasons for **Early rejects**:

- ▶ Information is missing from the application or it is not returned within the time stated.
- ▶ The project no longer fits with our funding policy as a result of changes made between the outline proposal and the application stage.
- ▶ The applicant organisation is no longer eligible for our funding because their legal status has changed.
- ▶ Poor financial health, for example, means the organisation is unsuitable for funding.
- ▶ Failure to meet requirements stated in the application guidance.

All others go to the Committee. Following consideration, the Committee decides whether to award, offer, or reject each application.

We may contact you to discuss your project. It will usually take us four months to make a decision. If we decide not to award you a grant we will tell you why.

We aim to fund an appropriate range of projects, taking account of, for example, different project types, beneficiary types and projects locations. Our grant funding decisions are made at our own discretion.

You should be aware that Reaching Communities is a popular programme. Competition for funds is high and difficult decisions have to be made, often resulting in good projects not being funded.

We want to try to support as many projects and organisations as we can. So, if your project is unsuccessful at full committee stage we will not accept a new outline proposal for the same project within 12 months, from the date of our decision letter. If we decide not to support your application, it does not mean that we do not value the work that you do.

Independent referee

If you are not a statutory authority your application form must be signed by an independent referee. This must be someone who is completely independent of your organisation but know its work well and knows about the project for which you are requesting funds. They must be willing to comment on your application in writing or verbally to an assessor if requested, and should be easily contactable.

Your referee must be a person with a professional or public position whose status we can check, for example: MPs (or elected members of devolved legislatures) local councillor, Justice of the Peace, solicitor, senior bank official, chartered accountant, Senior local authority officer, civil servant, or other public sector employee, local authority arts development, sport development, museums or lottery officer, senior officer from a development agency, for example a rural community council, or a council for voluntary service, healthcare professional* School teacher* social worker* youth worker* police officer*.

If your project is working with children, young people under the age of 18 or with vulnerable adults, your referee must be someone appropriately qualified, for example from the options above marked with an asterisk (*). We may ask for evidence that your referee is appropriately qualified to work with children, young people under the age of 18 or with vulnerable adults themselves. If your proposed referee is not on this list please contact the Big Advice Line on 0845 4 10 20 30 to check if they are acceptable.

Your referee must not be:

- someone who will directly benefit if you get a grant
- a current member of your organisation
- a trustee or a member of your organisation's staff
- related to someone in one of these positions
- formerly in one of these positions.

If we are not satisfied with the evidence you provide we may ask you to change your referee, or reject your application.

Card 9 – Advice and support

What this card tells you:

- ▶ Ways to obtain advice and support
- ▶ Useful contact details.

If we award you a grant, you will have to start the project within six months from the date of the offer letter. You need to be sure that you are able to do this.

If we offer you a grant you will have to accept our terms and conditions. A copy of the standard terms and conditions can be found in this application pack.

You will need to provide us with information at various points in the project so that we can find out what difference our money has made, and make sure that it is well spent. We will expect you to monitor your project during the life of the grant. We also encourage you to monitor your project for your own purposes. This will let you see whether your project is working well and make changes that will improve your services and provide better value.

Before you start your project we will make sure that you know what information you will need to give us during the life of your grant so that you can plan what aspects of your project to monitor.

If we award you a grant, we want to ensure that your project makes a difference to the need you have identified. You will also want to know how your project is doing, and how far it is achieving what it has set out to do. We want to learn from projects and programmes, and will also need to account for the money that has been invested.

From our side, there are various ways that we can do this. We will ask you on a regular basis about project progress and at the end, we will ask you again about how far you have achieved your aims. We may also evaluate the programme or our funding arrangements as a whole, and may ask you to take part in this wider evaluation.

Self-evaluation is the general name for a process that allows you to record and review the progress of your project. Doing this has several advantages.

- ▶ You can identify what is working well and what is not working so well for your project, and reasons why. You can then make changes to the way that you run your project so that it achieves even more.
- ▶ You can gather information that will help you report to us and to others about how your project is performing and what it is achieving.
- ▶ You can identify good practice and help other projects to improve the way that they work.
- ▶ Later in the life of your grant, you can provide more convincing evidence to potential funders about the success of your project, and how you have adapted it to changing circumstances.
- ▶ Setting up a system of self-evaluation is part of good project planning and management.

Self-evaluation is something that you are in charge of. You can work with people involved in your project to identify the main issues, how to investigate them, and what to do with the findings.

You may want to undertake self-evaluation within your project, or you may want to get support and advice from other agencies, or even to appoint a consultant. We are happy for you to budget for this within your grant application, as long as your plans are in proportion to the size of your project.

Putting good plans in place will help to ensure that your project is more likely to achieve what it sets out to do, and to provide you with evidence to seek further funding in future. But you are in charge of the process, and we would not normally ask to see any reports.

Card 9 – side 2

You may have questions about how to apply or plan your project. There are many sources of advice and help. Call or email our Big Advice line using the contact details below with any questions you have.

Phone: 0845 4 10 20 30

Email: enquiries@biglotteryfund.org.uk

Textphone: 0845 602 1659

Useful contact details

We work with a range of organisations that may be able to help you with your application, such as Councils for Voluntary Service (sometimes known as a community action or voluntary action organisations), Rural Community Councils and local authorities.

Listed below are some organisations and websites that you might find helpful. We also have a list of helper organisations in your area on our website www.biglotteryfund.org.uk, which you can find on the pages for your region. If you do not have Internet access you can phone us.

NACVS (National Association of Councils for Voluntary Service)

You can use this website to find your local Council for Voluntary Services

www.nacvs.org.uk

ACRE (Action with Communities in Rural England)

This website contains a list of Rural Community Councils

www.acre.org.uk

Direct Gov website

This has contact details for your Local Authority. They may have a Lottery Officer or funding team that can help you:

www.direct.gov.uk

